



AmeriCorps State Formula Program

2020-2021

Request for Applications (RFA) Applicant Webinar

January 3, 2020

VIRGINIA SERVICE COMMISSION



Request for Applications (RFA) Applicant Webinar

Virginia Service Commission

Objectives:

- To offer a brief overview of Virginia's AmeriCorps State formula program and RFA requirements and highlights
- To provide an opportunity for prospective applicants to clarify program and RFA requirements





RFA HIGHLIGHTS FOR 2020/ 2021

Virginia Service Commission

Application Deadline

Application Deadline:

11:59pm on January 22, 2020 in eGrants portal with additional documentation sent to americorpsinfo@dss.virginia.gov email address



Application & Award Timeline*

CNCS Releases NOFO	September 12, 2019
VDSS Releases Formula RFA	December 12, 2019
Optional Pre-application Conference Call	January 3, 2020
Responses to Outstanding Questions Issued by VDSS (if applicable)	January 8, 2020
Notice of Intent to Apply Due (Optional)	January 9, 2020
Deadline for Applications to VDSS (Submission in eGrants with additional documents to VDSS)	January 22, 2020
VDSS Application Review Panel Convenes	Week of March 5, 2020
Governor's Advisory Board Meeting- Consideration and approval of Formula Portfolio	April 2020
Technical Enhancements to Applications (VSC Staff with Applicants)	April 2020
Deadline for VDSS Application Package to CNCS	May 29, 2020
CNCS Formula Award Notification	June 26, 2020
VDSS Initiates Subaward Process	July 2020
Subaward Performance Period Begins	Approved Performance Start

* Subject to change



Notice of Intent to Apply

- Attachment L can be found in the posting on both the eVA website at www.eva.virginia.gov and the Virginia Service website <http://virginiasservice.virginia.gov/>
- Optional, but appreciated
- Due by January 9, 2020 to americorpsinfo@dss.virginia.gov



Funding Period

- Three-year project period
- One-year budget period
 - Subsequent years' budgets and any changes must be submitted in eGrants by VSC for CNCS approval
 - Contingent on satisfactory performance and federal funding availability



Funding Period

- Performance period is twelve-months and is generally September 1st through August 31st*
- Period selected will determine your timeline for enrolling members and incurring costs; strictly enforced
- Period selected must be consistent between narrative and SF 424 cover sheet
- Consult RFA for instructions on alternate periods of performance and pre-award costs



Funding Period

eGrants Applications:

YEAR 1	YEAR 2	YEAR 3
2020-2021	2021-2022	2022-2023
“New” Application	“Continuation” Application Budget changes	“Continuation” Application Budget changes



eGrants Application Selection



☐ **FY 2020 AmeriCorps Direct Fixed Amount and EAP (New and Continuation)**

Due Date: 01/08/2020

Summary: This application is for new, recompeting, or continuation direct applicants (multi-state) applying for fixed amount grants (including EAP).

☐ **FY 2020 AmeriCorps National Direct (New and Continuations)**

Due Date: 01/08/2020

Summary: This application is for new, recompile, or continuation multi state applicants, requesting for cost-reimbursement grants.

☒ **FY 2020 AmeriCorps State and Territory Commission (New and Continuations)**

Due Date: 01/08/2020

Disregard

Summary: This application is for new, recompeting, or continuation state commission applicants, including territories with commissions, applying for cost reimbursement grants.

☐ **FY 2020 AmeriCorps Territories without a Commission (New and Continuations)**

Due Date: 01/08/2020

Summary: This application is for new, recompile, or continuation applicants from Territories without a Commission requesting cost-reimbursement grants.

☐ **FY 2020 AmeriCorps State and Terr Comm Fixed Amount, EAP (New and Continuation)**





KEY REQUIREMENTS

Virginia Service Commission

Pre-award Costs

- Costs incurred prior to the effective date of the Federal award that are necessary for the efficient and timely performance of the scope of work
- Evaluate whether program design requires incurring costs prior to the subgrantee award start date
- Submit a preliminary request for approval of pre-award costs on letterhead as an attachment to americorpsinfo@dss.virginia.gov
- Costs for member allowances are ineligible for pre-award



Member Service Years (MSY)

- One MSY = One FT member at 1,700 hours
- VSC *prefers* programs proposing at least 10 MSY, but will consider applications with a minimum of 5
- Cost per Member Service Year (MSY) cannot exceed \$15,479
- Calculated by dividing MSY number by **CNCS Share** of budget
- eGrants budget will calculate cost per MSY at bottom of budget



Unallowable & Prohibited Activities by Members

- While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in certain unallowable and prohibited activities (see 45 CFR § 2520.65)
- Description on Page 12 of RFA



National Service Criminal History Checks

- CNCS establishes, and VSC enforces strict compliance with, National Service Criminal History Checks of members and covered staff
- Covered staff are those funded through **either** CNCS or Grantee Shares in budget
- Cleared checks prior to members' accruing service hours, including training
- Disallowance (financial penalty) for non-compliant checks



Grantee Share (Match)

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Grantee Share Requirements	24%	26%	30%	34%	38%	42%	46%	50%



Grantee Share

- Grantee Share may be provided in cash or in-kind (through a third party)
- Grantee Share must adhere to the same requirements for allowability and reasonableness as direct costs charged to CNCS



Alternate Match

- You may request consideration of an Alternative Match level if you will be operating in a distressed area.
- Consult CNCS NOFO for qualifications
- Consult RFA for documentation of request with application



Administrative Costs

Administrative Costs Cap of 5%

- Regulations limit administrative costs to 5% of the federal award (CNCS share) expended
- Applicants **without** a federal indirect cost rate agreement may use the de minimis rate or Fixed Percentage method
- Virginia Service Commission recovers a 1% fee from this 5%- “Commission Fixed” line in budget.





PLANNING GRANTS

Virginia Service Commission

Planning Grants

- Subgrantees will receive training and technical assistance to strengthen their AmeriCorps program design and to create implementation plans and systems for managing a compliant AmeriCorps program
- Maximum request of \$50,000; one-year only
- Match is required
- Planning grants may not be used to support AmeriCorps members in national service



Planning Grants

Applications must:

- Clearly indicate that a planning grant is being requested and respond to the specific application requirements
- Describe a planning process which includes specific deliverables
- Deliverables must be achievable within nine months of the performance period





APPLICATION REVIEW PROCESS

Virginia Service Commission

Risk Level Determination- Acceptable or Unacceptable Risk level

VSC staff will evaluate based on assessment of:

- Applicant organization's board governance structure and oversight
- Capacity to meet the financial management and administrative standards outlined in 2 CFR Part 200 OMB Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards
- Results of past compliance reviews, if a prior or existing AmeriCorps subgrantee

Panel Review

A review panel comprised of Governor's Advisory Board members and VSC staff will score applications to determine the degree to which they are aligned with the application evaluation criteria on Page 21.

Application Pitfalls to Avoid

1. Selecting the performance period
2. Plan does not specify the activities members will be undertaking during their terms of service
3. Overly ambitious member enrollment required
4. SF 424 information consistent with project plan
 - Authorized Representative of organization should be designated contact- not program director
5. Proposing project plans which have demonstrated challenges in the past administration of awards



Application Pitfalls to Avoid

6. Project narrative and budget do not align
7. Cost per MSY exceeds maximum
8. Minimum/ maximum living allowance thresholds not met or exceeded
9. Incomplete budgets
 - Required activities not reflected; for example, member gear and NSCHC for covered staff
 - Calculation errors



Application Pitfalls to Avoid

9. (cont.)

- Incorrect method for recovery of indirect costs selected
- Recommend use of the budget tool attachment

10. Match does not meet OMB cost principles

11. Begin application early in eGrants to learn navigation



Application Clarifications & Addenda

- Monitor the eVA funding opportunity link under “Virginia Business Opportunities” for addenda that *may* be issued; Addenda provide formal clarifications to the solicitation for funding
- Note: Applicants must submit confirmation acknowledging receipt of any addenda (if issued)



Application Clarifications & Addenda

AmeriCorps State Competitive Grants

Status: **Closed**

RFA CVS-20-045-2

Department of Social Services -Richmond, VA 23219

2020-2021 AmeriCorps State Competitive Grants

RFA

Grant Opp

Amended

Closed On: 11/4/19 11:59 PM

View Opportunity

★

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Addenda

Attachments

Attachment	Size	Description	Posted On	Type
CVS-20-045 2020-2021 AmeriCorps Competitive RFA.docx.pdf	(655.52 KB)	Request for Application	10/04/19	Solicitation
Appendix I FY20 ASN NOFO_508.v2.pdf	(463.77 KB)	Appendix 1	10/04/19	Solicitation
Appendix III 2020 ASN Application Instructions FINAL.508.pdf	(499.89 KB)	Appendix III	10/04/19	Solicitation
Appendix IV 2020 Performance Measures Instructions FINAL.508.pdf	(524.52 KB)	Appendix IV	10/04/19	Solicitation
Appendix V 2019 AmeriCorps State GeneralTandC508_11-02-18.pdf	(1.19 MB)	Appendix V	10/04/19	Solicitation
Appendix VI 2019 AmeriCorps State Specific TandC508_11-02-18.pdf	(328.96 KB)	Appendix VI	10/04/19	Solicitation
Attachment A Certification of Organization Authorization.docx	(15.52 KB)	Attachment A	10/04/19	Solicitation
Attachment B Certification of Availability of Matching Funds.docx	(15.21 KB)	Attachment B	10/04/19	Solicitation
Attachment C Certification of Approval of Use of Federal Funds.docx	(15.06 KB)	Attachment C	10/04/19	Solicitation
Attachment D Certification Regarding Lobbying Form.pdf	(432.46 KB)	Attachment D	10/04/19	Solicitation
Attachment F Assurances for Non-Construction Programs (SF-424B).pdf	(88.71 KB)	Attachment F	10/04/19	Solicitation
Attachment G W-9 Commonwealth of VA Substitute Form.pdf	(402.81 KB)	Attachment G	10/04/19	Solicitation
Attachment H State Corporation Commission Form.docx	(15.21 KB)	Attachment H	10/04/19	Solicitation
Attachment I Electronic Data Interchange Form.docx	(12.49 KB)	Attachment I	10/04/19	Solicitation
Addendum No 1 CVS-20-045.pdf	(137.11 KB)	Addendum1	10/18/19	Solicitation
Appendix II 2020 MSG Final file (Mandatory Supplemental).pdf	(97.16 KB)	Appendix II, MSG Final file	10/18/19	Solicitation
Attachment E (FFATA).docx	(24.93 KB)	Attachment E, FFATA	10/18/19	Solicitation
Attachment J Financial Management Survey.docx	(51.97 KB)	Attachment J, Financial Management	10/18/19	Solicitation
CVS-20-045-01 RFA Questions and Responses.pdf	(394.52 KB)	Questions and Answers	10/18/19	Solicitation
Copy of Appendix VII Virginia AmeriCorps Budget Worksheet Tool.xls	(48 KB)	Appendix VII	10/24/19	Solicitation
CVS-20-045 RFA Questions (10-22-19)_SL edits.docx	(18.24 KB)	Questions & Answers 102219	10/24/19	Solicitation
How to develop Logic Model.pdf	(5.22 MB)	How to develop Logic Model	10/24/19	Solicitation



Additional Questions?

Must be sent to:

Contract Officer: Mr. Danilo (Dan) Vasquez

Phone Number:(804) 726-7185

Email: danilo.vasquez@dss.virginia.gov

